



Employee Self-Service (ESS) Flyers



Beginning April 12, 2012, new ESS features allow you to submit your timesheet, make changes to your name and address and view your key personnel information. This functionality brings to you a new way to access, manage and control your personal and work-related information online. Click the flyers to read about all the upcoming changes.

[ESS - My Information](#)

The My Information section provides you with access to your work information in "view only" mode. For example, you can see detailed leave balances or your job history and current assignment.

[FAQ](#)

[ESS - My Updates](#)

The My Updates section provides you the ability to make changes or updates online, such as changing your name, your address or updating your emergency contact information.

[FAQ](#)

[Employee Timesheet Processing Changes](#)

The County's current Time Collection System will integrate with the new eHR system and this will impact the way you complete your TIME! timesheet.

[FAQ](#)

Employee Self-Service (ESS) Video Clips

In preparation for the implementation of the new Employee Self-Service (ESS) features, the following video clips have been developed to assist you with the use, look and feel, and navigation of the new features of the application.



Viewing preference: *SF (Standard Format)* *WF (Widescreen Format)*

ESS Overview – My Information

This clip will provide you with an overview of the new application.

[SF](#)

How to Update Your Name

This clip will show you how to update your name online.

[SF](#) / [WF](#)

How to Submit Your Elective Annual Leave Reimbursement Request

This clip will show you how to complete and submit your elective annual leave reimbursement request online.

[SF](#) / [WF](#)

How to Download Forms

This clip will show you how to download forms; e.g., direct deposit.

[SF](#) / [WF](#)

How to Update Your Form W4

This clip will show you how to update your W4 Form online.

[SF](#) / [WF](#)

How to Submit A Change of Address

This clip will show you how to complete and submit a change of address online.

[SF](#) / [WF](#)

How to Update Emergency Contact Information

This clip will show you how to update your emergency contact information online.

[SF](#) / [WF](#)